

RESOLUTION NO. 91-34

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASSIFICATION, JOB SPECIFICATIONS,
AND SALARY RANGE FOR PERSONNEL TECHNICIAN

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RESOLVED, that the Lodi City Council does hereby approve the new classification and job specifications for Personnel Technician as shown on Exhibit A attached hereto; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 6, 1991:

Personnel Technician				
A	B	C	D	E
1607.26	1687.62	1771.99	1860.59	1953.65

Dated: March 6, 1991

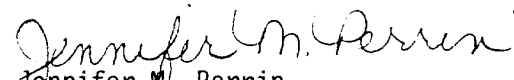
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I hereby certify that Resolution No. 91-34 was passed and adopted by the Lodi City Council in a regular meeting held March 6, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Jennifer M. Perrin
Deputy City Clerk

for Alice M. Reimche
City Clerk

PERSONNEL TECHNICIAN**EXHIBIT A**DEFINITION:

To perform a variety of responsible paraprofessional and support duties related to employee benefits, recruitment and examinations, interpretation and application of policies and procedures, and wage and salary administration.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from high level clerical classes by the extent and nature of responsibility for paraprofessional functions related to the City's personnel programs, and the requirement for understanding and interpretation of federal, state and local laws, codes, regulations and policies.

SUPERVISION RECEIVED AND EXERCISED:

This classification works under the general direction of the Personnel Director or designee, and has responsibility for an assigned area of paraprofessional personnel duties.

This classification may direct the work of clerical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Provides a wide variety of information to employees requiring the interpretation and application of policies, procedures, programs, benefits, guidelines, and regulations; provides basic information on personnel programs and processes; prepares and maintains information and references for employees and the public.
- Contacts insurance carriers and/or third party administrators to resolve problems and answer employee questions.
- Prepares recruitment materials including typing job announcements, writing and placing advertising, assembling mailing lists, and preparing and issuing candidate notices.
- Schedules, administers and may score written tests.
- Performs complex calculations related to examination statistics, sick leave conversion, COBRA payments and eligibility periods, benefits coverage and payments, retirement calculations, and related.
- Conducts orientations for new employees; verifies compliance with immigration reform and control act provisions.
- Processes enrollment forms; and coordinates benefit (open enrollment, bargaining unit changes) and retirement plan changes.
- Processes and coordinates long term disability applications; serves as a liaison between employees and the City; processes unemployment insurance claims.
- Conducts exit interviews.
- Types confidential materials including disciplinary letters and materials related to meet and confer.
- Arranges participants and schedules qualification appraisal boards.
- Prepares and maintains a variety of complex records and files including federal and state reporting, affirmative action, position control, salary history, negotiated agreements, personnel files, and related matters.

EXAMPLES OF DUTIES (continued):

Prepares and generates a variety of reports and statistical summaries manually or using computer systems; tracks data and prepares reports related to departmental budget.
Responds to requests for information from other organizations.
Notifies departments of scheduled personnel actions which are due.
Performs a variety of responsible clerical work in support of the department including in-person and telephone reception, typing, preparation, duplication, assembly and distribution of documents, mail processing, photocopying, and related tasks.

MINIMUM QUALIFICATIONS

Knowledge of:

Fundamentals of the laws, regulations and policies governing benefits, insurance, COBRA, equal opportunity employment, and City policies and procedures.
Basic principles and procedures related to area of assignment such as insurance, benefits, retirement, recruitment and selection, and related.
Systems and methods for recordkeeping and file maintenance.
General office methods including the operation of computers and standard office equipment.

Ability to:

Interpret, explain and apply complex regulations, rules and agreements.
Administer paraprofessional aspects of personnel programs, such as insurance, benefits (including COBRA), retirement, and recruitment and selection.
Maintain confidentiality of personnel-related materials and issues.
Perform complex arithmetical and basic statistical calculations accurately.
Prepare a variety of written reports, records, and correspondence.
Establish and maintain effective working relationships with those contacted in the course of the work.
Type accurately at a net rate of 45 words per minute from printed copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Three years of responsible clerical experience which has provided knowledge of personnel department operations.